



Seminole Nation of Oklahoma

Procurement Office
P.O. Box 1498
36645 Hwy 270
Wewoka, OK 74884

REQUEST FOR PROPOSAL – Legal Services

**Request for Proposal
Legal Services – Seminole Nation G2G
Roads Committee**

Introduction

The Roads Committee of the Seminole Nation (subject to any restriction contained in the Code of Laws) shall have the power to speak or act on behalf of the Nation in all matters in which the Nation's Roads Committee is empowered to act (Title 31). With this Request for Proposals (RFP) and exercising that power the Seminole Nation Roads Committee is soliciting proposals for a comprehensive legal services package from qualified law firms and attorneys who are interested in providing their knowledge and assistance while acting as the Attorney for the Roads Committee, Seminole Nation of Oklahoma. The proposal will be completed in two sections:

Section One:

Those interested in responding to this request for proposal (RFP) will submit proposals answering all questions on the attached RFP Response Form and submitting all information requested herein no later than 12:00 p.m. on November 10, 2016. The attached RFP Response Form must be submitted with additional requested documentation to allow the Roads Committee to fairly compare all proposals. Any untimely proposal or proposals not including a completed RFP Response Form will be rejected.

Section Two:

After reviewing all submissions, those firms or attorneys demonstrating the capability to service the needs of the Roads Committee may be chosen to interview with the Roads Committee. All interviews with the Roads Committee must include a verbal presentation by the primary attorney(s) that will be acting as the Roads Committee Attorney.

Only those interested in completing the competitive proposal process need apply. Indian Preference will apply. If Indian Preference or any other Federally Recognized Preference is being claimed, documentation should accompany the proposal. The documentation for Indian Preference may include a Tribal Enrollment Card and/or a Certificate of Degree of Indian Blood (CDIB) card.

Please submit three (3) hard copies and one (1) digital copy of your proposal to:

Tammy Norris, Procurement Officer

Seminole Nation of Oklahoma
P.O. BOX 1498
Wewoka, Oklahoma 74884

Email: norris.t@sno-nsn.gov (for questions only)

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy
270, Wewoka, OK 74884

Background Information:

The Seminole Nation Roads Committee acts as the body reviewing and acting on behalf of the Seminole Nation of Oklahoma, in the transportation and tribal roads area. (Please see the attached Title 31). The term of this agreement shall begin on the effective date of an executed contract for a period of one (1) year which may be extended by the Roads Committee for an additional two (2) years with the written agreement of both parties.

Duties:

Please refer to the attached Seminole Nation's Code of Laws, Title 31 for specific duties and information. This Title may be accessed on the Seminole Nation website: sno-nsn.gov.

Scope of Work:

The Nation's Roads Committee is seeking to engage legal representation primarily in the following three (3) areas:

- Legislative – prepare legislation for Roads Committee action, provide policy analysis, review and maintain the Tribal Code of Laws and deliver Legal Opinions;
- Programmatic – provide assistance to the Roads Program (including G2G) with legal opinions, represent program (if requested) and answer general questions that may arise.

- Assist the Roads Committee with fulfilling the Committee's duties as outlined in Title 31, Section 105. Additionally provide Contract review with Program to vendor services and advise as needed.

EVALUATION

Proposals submitted will be forwarded to the Roads Committee for review and selection of the legal counsel.

The award of this contract shall be made to the responsible attorney(s) whose proposal is most advantageous to the Seminole Nation Roads Committee. The following will be used during the evaluation process:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
2. Legal federal highway regulations' experience of the primary attorney(s).
3. Education qualifications of the primary attorney(s) and any accompanying staff, including associate attorneys, to be assigned to the representation.
4. Cost of Legal Fees or Hourly Rate.
5. Indian Preference and/or all other Federally Recognized Preferences.

For additional information, please contact:

Tammy Norris, Procurement Officer

Seminole Nation of Oklahoma
P.O. BOX 1498
Wewoka, Oklahoma 74884

Email: norris.t@sno-nsn.gov

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy
270, Wewoka, OK 74884

Or

Joseph Farani, Procurement Specialist

Seminole Nation of Oklahoma

P.O. BOX 1498

Wewoka, Oklahoma 74884

Email: farani.j@sno-nsn.gov

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy
270, Wewoka, OK 74884

Request for Proposal: Response Form

Please complete this form in addition to the documentation requested and any other relevant documentation the law firm or attorney(s) deem appropriate for consideration by the Seminole Nation Roads Committee.

1. Provide your firm name and address.

2. Provide the name(s) of attorney(s) who will be our primary contacts with your firm.

3. Provide direct contact information for each of these attorney(s), including phone number, e-mail address, and name of assistants.

4. Please list any Tribal governments or Tribally owned business your firm is currently representing?

5. Provide four references of current Tribal clients that are similar to the Seminole Nation of Oklahoma with respect to complexity. These references must be serviced by attorneys that will work directly for the Roads Committee. For each reference include:

<u>Name of Tribal Client</u>	<u>Name of Contact</u>	<u>Title of Contact</u>	<u>Phone Number</u>	<u>E-mail</u>

6. Provide the name(s) of all attorney(s) that will or may be attending meetings of the Roads Committee as Attorney.

7. Scope of Services

The Roads Committee is seeking a law firm or attorney(s) to provide a full range of legal services performed by an Attorney Office including the attendance of meetings of the Roads Committee as needed, drafting resolutions and rules of the Roads Committee, representation of the Tribe before governmental bodies as circumstances warrant and advising the Roads Committee on all legal matters. List the names and relevant experience of all attorneys that will be working for the Seminole Nation under the proposal.

<u>Name</u>	<u>Areas of Practice</u>	<u>Years of Experience in Indian Law</u>	<u>Billable Rate</u>	<u>Tribal Affiliations</u>

8. Qualifications of Seminole Nation Roads Committee Attorney

To qualify as Attorney of the Roads Committee an attorney must be currently practicing law, licensed in good standing to practice law in a state within the United States. Please provide attorney names, courts where admitted, and the dates when admitted.

<u>Name</u>	<u>Courts Admitted</u>	<u>Dates Admitted</u>

9. Billable Rates for Paralegals and Support Staff

Please provide the range of billable rates of all legal employees other than the attorneys listed above that will be working for the Roads Committee under the proposal.

Paralegals and Clerks	
Legal Secretaries	

10. Billable Rates for travel

11. Attach the resumes of all attorneys that will be working for the Seminole Nation Roads Committee under the proposal. Please provide a letter of good standing from the state of licensure.

12. General Information

All proposals and related materials become the property of Seminole Nation of Oklahoma and may be returned only at its option.

The Committee is not obligated to accept any proposal or to negotiate with any firm. All transactions are subject to the final approval of the Seminole Nation Roads Committee who reserves the right to reject any or all proposals without cause for liability.

All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information, travel or presentation) will be borne by the firm or attorney(s) making the proposal.

13. Governing Law

All applicants are advised that the laws of the Seminole Nation Tribal Court will apply and govern all contracts and engagements.

14. Questions

Questions regarding the RFP should be addressed in writing to Tammy Norris, Procurement Officer, or Joseph Farani, Procurement Specialist at the addresses listed above. Please note – phone calls concerning this RFP will not be accepted.

15. Reservation of Rights

The Seminole Nation of Oklahoma reserves the right to reject any proposal that does not adhere strictly to the guidelines set herein or late proposals and to negotiate with any respondent as to the terms of the proposal.